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## Applying for a Subdivision

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A “subdivision” means any land that is divided, resubdivided or proposed to be divided into two or more lots, parcels, sites, units, plots or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development.

### Overview:

The Murray City Planning Commission is required by State Code (Utah Code 10-9a-207) to conduct a public hearing and review all subdivisions of property within the City. The Planning Commission’s role is to ensure that a proposed subdivision is consistent with established ordinances, policies and planning practices of the City. The Planning Commission acts as an advisory body to the mayor. It shall make investigations, reports and recommendations on proposed subdivisions as to their conformance to the general plan, zoning code and other pertinent documents as it deems necessary. Following the Commission’s review and approval of a subdivision application, the subdivision plat and any other applicable documents to be recorded are forwarded to the office of the Mayor for final approval. Following the Mayor’s signature of approval the subdivision plat is forwarded to the Salt Lake County Recorder’s Office to be reviewed and recorded. Following recordation, the subdivision is officially recognized and parcels or lots can be legally sold, deeded or developed as approved.

### Submittal Deadline:

Application for a subdivision must be submitted to the Murray City Community & Economic Development Division, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the planning commission. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

- ☐ **Take Note.** If there is an existing building on the property that is proposed to be demolished or remodeled, and the building is over 50 years old, it may require review by the Historic Preservation Board. Please contact Mary Ann Kirk at (801) 264-2638 for additional information.

**Meeting Dates:**

Who?	Planning & Zoning Commission
When?	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

**Application Fee (non-refundable):**

- ☐ Concept review fee: \$75.00
- ☐ Lot split (2 lots): \$450.00
- ☐ More than 2 lots: \$500.00 plus \$50/lot
- ☐ Amended plat: \$300.00
- ☐ Subdivision Vacation \$200.00

**Application Process and Requirements:**

**Step 1. Initial Contact.** Meet with a Murray City staff planner to discuss the subdivision proposal. Staff will provide information describing the legal requirements of the City (i.e. lot size, access, etc.) necessary to subdivide property. The applicant should also discuss with staff the subdivision process, fees and other potential issues associated with the proposed subdivision. The planning staff and all other officers and employees of the city act in an advisory capacity to the mayor and have no authority to make binding decisions or to make authoritative representations, approvals or determinations other than in a purely advisory and recommending capacity.

**Step 2. Contact Salt Lake County Recorder's Office.** Contact the Salt Lake County Recorder's Office to ensure recordability of a proposed subdivision name. The recorder's office will not accept a proposed subdivision with a name identical to a previously recorded subdivision.

**Step 3. Concept Review:** A concept review is required for all proposed subdivisions unless the community development director determines that a concept plan is not necessary. A concept review provides the subdivider with an opportunity to consult with and receive information from the city regarding the proposal. The concept review may be informal and may consist of one or more meetings with affected departments. If a concept review is required please submit the following information:

- ☐ Three copies of the subdivision sketch plan.
- ☐ Accurate dimensions of the subject property drawn to scale (i.e. 1"=20', 1"=30', etc.) with north arrow. Sheet size should be a minimum of 18" x 24".
- ☐ Location of existing property features such as streets, canals, waterways, wetlands, ditches, hillsides, etc.

**Step 4. Submit Subdivision Application for Preliminary Review.** Please submit three (3) copies of the preliminary plat. An application may not be forwarded or scheduled for hearing before the planning commission until all required information has

been received by the city. The preliminary plat and related documents shall be prepared by a licensed surveyor and include the following:

- Provide a vicinity map drawn to scale which adequately depicts surrounding development, streets and property, north arrow and subdivision name.
- Preliminary Plat. Indicate scale of plat (i.e. 1"=20', 1"=30' etc.); north arrow; subdivision name, street layout indicating widths and names; boundary lines with bearings and distances; layout and dimensions of proposed lots with lot areas in square feet; the location, dimensions and labeling of other spaces including open space, parks, or public spaces; the location of man-made features including bridges, tracks, and buildings, etc.; and topography at two-foot intervals;
- Grading and Drainage Plan. Indicate scale showing the road and lot layout; topography at two-foot contour intervals; north arrow; subdivision name; areas of substantial earth moving with erosion control plan; location of existing water courses, canals, ditches, springs, culverts, and storm drains; location of any 100-year flood plain designated by FEMA; show water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off site facilities; existing wetlands;
- Utility Plan. Indicate scale showing the road and lot layout; north arrow; subdivision name; show all existing and proposed utilities including sewer, water, fire hydrants, storm drains; subsurface drains, gas lines, power lines (existing only); street lights, location and dimensions of all utility easements;
- Other Documents. A traffic study if required; hydraulic and hydrologic storm drainage calculations if required by the city engineer.

**Step 5. Attend the Planning Review Meeting.** The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

**Step 6. Attend Planning Commission Meeting.** The Planning Commission will conduct a public hearing on the subdivision application. At the public hearing, the applicant, the applicant agent, and all other members of the public who desire to ask questions, state concerns, or provide oral testimony either for or against the application are invited to do so. All comments are recorded and considered by the Planning Commission. The Planning Commission will review the submitted information and determine compliance with the standards and criteria of the City. Following the public hearing, the Planning Commission may:

- Approve application as presented. If the preliminary subdivision plan is approved, the applicant may continue to the next step in the process. During final review the

applicant will be required to demonstrate compliance with all applicable ordinances and subdivision development standards.

- Approve application with modification/conditions. If the preliminary plan is approved with modifications/conditions, the applicant must develop plans to comply with all specified modifications/conditions of approval. The applicant may then proceed to the next step in the process. During final review the applicant will be required to demonstrate compliance with all applicable ordinances and subdivision development standards, and all other modifications/conditions of the Planning Commission.
- Continue or "table" application. If the application is continued for further study and research or to receive additional information, the application will be on hold until such time as the study is completed. The application will be rescheduled for Planning Commission consideration once the application is ready for review.
- Deny application based on "findings of fact". If the application is denied, the applicant or any other interested party may appeal the decision of the Planning Commission to the Board of Adjustment within 30 days of the decision.

**Step 7. Submit final plat for review.** Following preliminary approval, the applicant shall submit the following information:

- ☐ Submit three (3) copies of the proposed final subdivision plat on 24" x 36" paper with all modifications/conditions/corrections as noted in the preliminary review process. Submit one reduced copy for the final subdivision plat on 8 1/2 x 11 inch paper.
- ☐ The plat must conform to the standards of chapter 16.12, final plats, of the city code. This may be found on line at [murray.utah.gov](http://murray.utah.gov) or from the Community Development office at 4646 South 500 West, Murray, Utah.

**Step 8. Attend Planning Commission meeting for final review.** The planning commission shall examine the final plat to determine compliance with the preliminary plat and that all modifications/conditions and corrections are correct. The applicant will need to attend the meeting to answer any questions from the Planning Commission or the general public.

**Step 9. Submit civil engineering plans.** Submit civil engineering plans to the Murray City engineering department. For more detailed information contact the engineering office at (801) 270-2400, or at 4646 South 500 West, Murray, Utah.

**Step 10. Submit final subdivision plat.** After obtaining civil engineering approval, the applicant shall prepare and submit to the City a final subdivision plat. The final plat shall be prepared by a licensed surveyor on a 24" x 36" sheet of mylar with waterproof black ink be drawn so that the top of the sheet faces north and complies with the following requirements:

- ☐ A registered land surveyor's certificate of survey and boundary description;
- ☐ The owner's certificate of dedication; including the name of the subdivision;
- ☐ Owner's acknowledgment before an officer authorized by law to take the acknowledgment of conveyances of real property;

- ☐ Certificate of approval from utility providers;
- ☐ Planning Commission's certificate of approval;
- ☐ The Salt Lake Valley Health Department's certificate of approval;
- ☐ The City Engineer's certificate of approval;
- ☐ The Community Development Division's certificate of approval;
- ☐ The City Attorney's certificate of approval;
- ☐ The Mayor's certificate of approval; and
- ☐ A space in the lower right-hand corner of the drawing for the County Recorder's use.

Before the subdivision plat can be recorded, the applicant must also submit the following:

- ☐ Payment in full of all fees and bonds as determined by the City Engineer;
- ☐ A digital file of the plat compatible with systems used by the City (contact the city engineer for details at (801) 270-2400);

#### **Expiration of Subdivision Approval:**

Approval of the final plat by the Planning Commission shall be void if the plat is not recorded within one (1) year after the date of approval, unless an extension of time is made in writing and granted during the one-year time period.

#### **Issuance of Building Permit:**

Prior to completion and recordation of the subdivision plat with the Salt Lake County Recorder's office the City will not issue any building permit for development associated with or affected by a subdivision application.

#### **Appeal of Planning Commission Decision:**

Any person shall have the right to appeal any decision rendered by the planning commission to the Board of Adjustment by filing an application, a letter stating the reasons for the appeal and paying the fee within 30 days after the Planning Commission decision.

# SUBDIVISION & FLAG LOT APPLICATION

Type of Application (check all that apply):

- ☐ Subdivision ☐ Conditional Use  
☐ Flag Lot ☐ Appeal

Subdivision Name: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area: \_\_\_\_\_ Current Use: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Applicant  
Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Property Owner's Name (If different): \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Describe your request in detail (use additional page if  
necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owners Affidavit

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_

### Agent Authorization

I (we), \_\_\_\_\_, the owner(s) of the real property located at

\_\_\_\_\_, in Murray City, Utah, do hereby appoint

\_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

\_\_\_\_\_ to appear on my (our) behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me

\_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_